Position Description (PD) for Yucca Mountain Lead Lab Activities

Position Description Number	YM059
Creation Date of PD	07/24/2006
Job Title	**Reference Verification Researcher**
SNL Dept Name	Technical Data Management System (TDMS)
SNL Org Number (or TBD)	TBD
Number of Openings	2
Description of Position	The position is responsible for conducting the research necessary to verify references and inputs used by Project participants in technical products. The position makes entries into the DIRS database and updates existing data within DIRS, as needed, to ensure that controlled references and inputs are current, accurate, retrievable, traceable, and readily available, as appropriate, in accordance with governing procedures for use by Project participants. The position is responsible for maintaining desktop information documentation of their internal work processes. The position interfaces with individuals who are generating scientific and technical products and their responsible managers, as required, to resolve reference and input issues. The position interfaces with records management, document control, and Licensing Support Network personnel. The position requires database skill and a records or document control background.
Required Skills & Experience	See above.
Desired Skills & Experience (if applicable)	YMP experience is strongly preferred.
Required Education (Degrees & Levels)	
Desired Education (Degrees & Levels - if applicable)	An associates or higher in document management, business, or other related field is desired.
Full Time Position? (Y/N)	Y
Job Requires lifting 35+ Pounds (Y/N)	N
Desired Start Date	10/1/06

Can this position accommodate…		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)

Please Select All Related WBS Elements for this PD
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.01	Name	
1.5.01.06	Information Management	X
WBS Elements of 1.5.03		
1.5.03.13	Technical Data Management – Project Operations	X

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